

# Civil Air Patrol, Delaware Wing Training Document

## TD-009: Ops Procedures for Civil Air Patrol To/From Dover AFB

### Background:

CAP has been granted permission to have CAP members operating CAP aircraft for specific missions directed by the Air Force to operate into and out of Air Force facilities under certain conditions and rules. First, the Air Force requires a civil aircraft landing permit (Permit Number HAF 17-243H covers CAP for landing All Conus). No action is required by aircrews for the landing permit. However, CAP members will need to obtain what is called a Prior Permission Required (PPR) prior to operations at Air Force Facilities.

AFI 10-1001 states in para 2.2 the civil aircraft operator must obtain final approval for landing from the installation commander or a designated representative (normally base operations) 24 hours prior to arrival.

### 1.1 Flights Arriving into Dover

- 1.1.1 AFI 10-1001 states in para 2.2 the civil aircraft operator must obtain final approval for landing from the installation commander or a designated representative (normally base operations) 24 hours prior to arrival.
- 1.1.2 IAW DOVER AFB Instruction 13-201 para 1.2.6 and the En route Supplement, all Prior Permission Required (PPR) requests shall be directed through Airfield Management Operations, 436 OSS/OSAA.

### 1.2 Call (302) 677-4187/4192 for PPR requests.

- 1.2.1 (Every effort should be made for a 24 hour prior approval, but it is not required for operational integrity). Provide the information requested by Dover personnel including operating times and purpose of the flight operations. In the event that repeated arrivals and departures are anticipated, let Dover personnel know that as well. See Para. 1.4 *Flights Departing Dover AFB and returning to Dover AFB*.

### 1.3 Flights Departing Dover

- 1.3.1 The Dover AFBI 13-201 para 1.8.2. states - Flight plans. All aircraft departing Dover AFB must have a flight plan on file with AM Ops prior to departure. See **Appendix A** FAA Form 7233-1 and **Appendix B** DD Form 175.

*NOTE: Both DD Form 175 and FAA Form 7233-1 are accepted. DD Form 175's are available in person at Dover Base Operations.*

1.3.2 The fax number for submitting a Flight Plan to KDOV Flight Ops is **302-677-2922**. Once the Flight Plan is faxed, you are expected to call KDOV Flight Operations at (302) 677-4187/4192 to confirm the Flight Plan is in order. Alternate methods of flight plan delivery include both in-person, and via email at: [436OSS.OSAAMOps@us.af.mil](mailto:436OSS.OSAAMOps@us.af.mil).

*NOTE: When emailing the flight plan, a phone call **must** be made to ensure personnel have received the flight plan. This email is referred to as the "Airfield Operations Organization Box".*

1.3.3 Upon initial contact with the Ground Controller, if an inquiry as to whether a flight plan has been filed is made, pilots should respond in the affirmative.

#### **1.4 Flights Departing Dover AFB and returning to Dover AFB**

1.4.1 File a flight plan with AM Ops prior to takeoff, indicating your return in the remarks section. This will suffice as your PPR for the inbound landing operation.

1.4.2 At the discretion of the base operations desk, a flight plan may be opened and remain open for a specified period. Example: *SAREX held at Dover HQ, flight operations beginning at 1400z, terminating at 1300z*. This allows multiple flights in the specified block of time under the same call sign.

*NOTE: After submitting the block time request, pilots **SHALL** inform the ground controller that multiple flights will be conducted. The last pilot **SHALL** inform ground control they are terminating flight operations for the day. **THEN** if the aircraft should depart KDOV and not be returning, follow the procedures listed in Para. 1.3 **Flights Departing Dover**.*

#### **1.5 Refueling Procedures at Dover**

1.5.1 All Aircraft refueling at Dover AFB will utilize Dover Aero Club located on Christmas Tree Spot 6.

1.5.2 Each aircraft shall have a printed instructions manual located in the front of the binder, with a fuel pump key. These instructions explain how to execute the refueling process properly, through step-by-step guidance and should be read thoroughly. Refer to TD-008.

## APPENDIX A

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		(FAA USE ONLY) <input type="checkbox"/> PILOT BRIEFING <input type="checkbox"/> VNR			TIME STARTED		SPECIALIST INITIALS	
FLIGHT PLAN		<input type="checkbox"/> STOPOVER						
1. TYPE	2. AIRCRAFT IDENTIFICATION	3. AIRCRAFT TYPE / SPECIAL EQUIPMENT	4. TRUE AIRSPEED	5. DEPARTURE POINT	6. DEPARTURE TIME		7. CRUISING ALTITUDE	
<input type="checkbox"/> VFR					<input type="checkbox"/> PROPOSED (Z) <input type="checkbox"/> ACTUAL (Z)			
<input type="checkbox"/> IFR			KTS					
<input type="checkbox"/> DVFR								
8. ROUTE OF FLIGHT								
9. DESTINATION (Name of airport and city)		10. EST. TIME ENROUTE HOURS MINUTES		11. REMARKS				
12. FUEL ON BOARD HOURS MINUTES		13. ALTERNATE AIRPORT(S)		14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE				15. NUMBER ABOARD
				17. DESTINATION CONTACT/TELEPHONE (OPTIONAL)				
16. COLOR OF AIRCRAFT		CIVIL AIRCRAFT PILOTS. FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed \$1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Part 99 for requirements concerning DVFR flight plans.						

FAA Form 7233-1 (8-82)  
Electronic Version (Adobe)

CLOSE VFR FLIGHT PLAN WITH \_\_\_\_\_ FSS ON ARRIVAL

## APPENDIX B

[illegible]